



*The Commonwealth of Massachusetts*  
**Department of Public Safety**  
**Architectural Access Board**

One Ashburton Place, Room 1310  
Boston Massachusetts 02108-1618

Phone: 617-727-0660

Fax: 617-727-0665

[www.mass.gov/dps](http://www.mass.gov/dps)

Docket Number

(Office Use Only)

**APPLICATION FOR VARIANCE**

In accordance with M.G.L., c.22, § 13A, I hereby apply for modification of or substitution for the rules and regulations of the Architectural Access Board as they apply to the building/facility described below on the grounds that literal compliance with the Board's regulations is impracticable in my case.

**PLEASE ENCLOSE:**

- 1) A filing fee of \$50.00 (Check/Money Order) made payable to the "Commonwealth of Massachusetts" and all supporting documentation (e.g. plans in 11" x 17" format, photographs, etc.). In addition, the complete package (including plans and photographs) must be submitted via one compact disc.
- 2) If you are a tenant seeking variance(s), a letter from the owner of the building authorizing you to apply on his or her behalf is required.
- 3) The completed "Service Notice" form provided at the end of this application certifying that a copy of your *complete application* has been received by the Local Building Inspector, Local Disability Commission (if applicable), and Local Independent Living Center for the city/town that the property in question resides in. A list of the local entities can be found by calling the Architectural Access Board Office or the Local City/Town Clerk. For a list of the Local Independent Living Centers you can either call the Architectural Access Board Office or visit the Massachusetts Statewide Independent Living Council website at <http://www.masilc.org/membership/cils>.

1. State the name and address of the owner of the building/facility:

Acton Woman's Club c/o Carolyn Kilpatrick  
504 Main Street, P.O. Box 2253 Acton, MA. 01720  
E-mail: cjkilpatrick@verizon.net  
Telephone: 978-263-8449

RECEIVED  
MAY 19 2011

2. State the name and address of the building/facility:

Acton Woman's Club P.O. Box 2253  
504 Main St., Acton, MA. 01720

3. Describe the facility (i.e. number of floors, type of functions, use, etc.):

First Floor - living room, kitchen, dining room, powder room  
Second Floor - function room  
Built in 1829 as a chapel  
(see attached)

4. Total square footage of the building: 2,394 s.f. Per floor: 1182 - 1st flr  
a. total square footage of tenant space (if applicable): None 1212 - 2nd flr

5. Check the work performed or to be performed:

☐ New Construction ☐ Addition  
☒ Reconstruction/Remodeling/Alteration ☐ Change of Use

6. Briefly describe the extent and nature of the work performed or to be performed (use additional sheets if necessary):

See attached statement, photo & drawings

7. State each section of the Architectural Access Board's Regulations for which a variance is being requested:

7a. Check appropriate regulations:

☐ 1996 Regulations ☐ 2002 Regulations ☒ 2006 Regulations

**SECTION NUMBER**

3.3.1.

**LOCATION OR DESCRIPTION**

Jurisdiction - proposed work greater than  
30% of appraised building value.

8. Is the building historically significant? ☒ yes ☐ no. If no, go to number 9.

8a. If yes, check one of the following and indicate date of listing:

☐ National Historic Landmark  
☐ Listed individually on the National Register of Historic Places  
☒ Located in registered historic district  
☐ Listed in the State Register of Historic Places  
☐ Eligible for listing

8b. If you checked any of the above **and** your variance request is based upon the historical significance of the building, you *must* provide a letter of determination from the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125.

9. For each variance requested, state in detail the reasons why compliance with the Board's regulations is impracticable (use additional sheets if necessary), including but not limited to: the necessary cost of the work required to achieve compliance with the regulations (i.e. written cost estimates); and plans justifying the cost of compliance.

See attached

10. Has a building permit been applied for? No.  
Has a building permit been issued? \_\_\_\_\_  
10a. If a building permit has been issued, what date was it issued? \_\_\_\_\_  
10b. If work has been completed, state the date the building permit was issued for said work: \_\_\_\_\_

11. State the estimated cost of construction as stated on the above building permit:

11a. If a building permit has not been issued, state the anticipated construction cost:

\$ 84,187.50 + contingency

12. Have any other building permits been issued within the past 36 months? No.  
12a. If yes, state the dates that permits were issued and the estimated cost of construction for each permit: \_\_\_\_\_

13. Has a certificate of occupancy been issued for the facility? Yes  
If yes, state the date: 9/20/10 - 9/20/11

14. To the best of your knowledge, has a complaint ever been filed on this building relative to accessibility? \_\_\_\_\_ yes ☒ no

15. State the actual assessed valuation of the **BUILDING ONLY**, as recorded in the **Assessor's Office** of the municipality in which the building is located: \$155,500  
Is the assessment at 100%? Yes  
If not, what is the town's current assessment ratio? \_\_\_\_\_

16. State the phase of design or construction of the facility as of the date of this application: permit ready documentation & estimates

17. State the name and address of the architectural or engineering firm, including the name of the individual architect or engineer responsible for preparing drawings of the facility:

Anita L. Rogers AIA, 2 Thoreau Road, Acton, MA 01720  
Kim Ahern ASLA, 40 Foster Street, Littleton, MA. 01460  
E-mail: arogers.aia@gmail.com (978) 486-0040  
Telephone: 978-263-8004

18. State the name and address of the building inspector responsible for overseeing this project:

Frank Ramsbottom, Building Commissioner  
472 Main St., Acton, MA. 01720  
E-mail: frankbottom@acton-ma.gov  
Telephone: (978) 264-9632

Date: 3/18/2011

Carolyn Kilpatrick  
Signature of owner or authorized agent

**PLEASE PRINT:**

Carolyn Kilpatrick  
Name

P.O. Box 2253  
504 Main St.  
Address

Acton MA 01720  
City/Town State Zip Code

cjkilpatrick@verizon.net  
E-mail

978-263-8449  
Telephone

**ARCHITECTURAL ACCESS BOARD VARIANCE APPLICATION  
SERVICE NOTICE**

I, Anita L. Rogers, AIA, as architect  
for the Petitioner Acton Woman's Club (Carolyn Kilpatrick) submit a  
variance application filed with the Massachusetts Architectural Access Board on 5/19  
20 11.

HEREBY CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT I SERVED OR  
CAUSED TO BE SERVED, A COPY OF THIS VARIANCE APPLICATION ON THE FOLLOWING  
PERSON(S) IN THE FOLLOWING MANNER:

<u>NAME AND ADDRESS OF PERSON OR AGENCY SERVED</u>		<u>METHOD OF SERVICE</u>	<u>DATE OF SERVICE</u>
1	Lisa Franklin, Chair Commission on Disability 472 Main St. Acton, MA 01720	Hand delivered	5/19/2011
2	Frank Ramsbottom, Building Comm. 472 Main St, Acton, MA 01720	Hand delivered	5/19/2011
3	Paul Spooner, Executive Director Metro West Center for Indep. Living 280 Irving St. Framingham, MA 01702	US Mail	5/19/2011

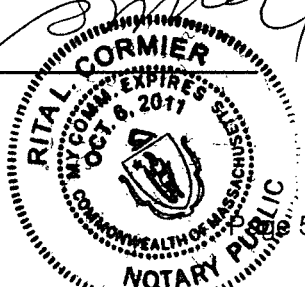
AND CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE ABOVE  
STATEMENTS TO THE BEST OF MY KNOWLEDGE ARE TRUE AND ACCURATE.

Anita L. Rogers  
Signature: Appellant or Petitioner

On the 19<sup>th</sup> Day of MAY 20 11  
PERSONALLY APPEARED BEFORE ME THE ABOVE NAMED

Anita L. Rogers  
(Type or Print the Name of the Appellant)

Rita L. Cormier  
NOTARY PUBLIC



10-6-11  
MY COMMISSION EXPIRES

**Acton Woman's Club, Acton, MA**  
**Application for Architectural Access Board Variance**

**May 19, 2011**

The Acton Woman's Club organization was founded in 1914 and has served since that time as a community service based non-profit organization in the town of Acton. In 1922 the membership of the club purchased a former chapel in Acton Center for its own use. The care and maintenance of this 1826 Federal style brick-front building, which is an integral part of the Acton Center Historic District, is one of several missions of the club. The club currently has 98 members. The building is used by its members for their own meetings, hosts the local ballroom dance classes for Acton school children, and is available for rental to the public for their own events.

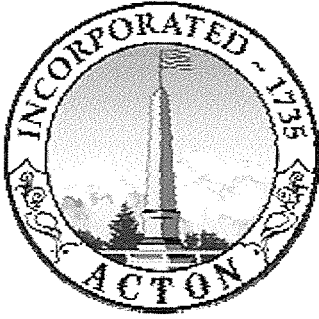
The attached photographs clearly indicate that the existing entrance to the building is hazardous and prevents easy access by everyone. There is no landing at the out-swinging entrance door, no ramp or sloped walk, and the riser at the doorway is 9 ½" high. The building is a 2-story structure with 2 narrow and steep flights of stairs to the second floor and a powder room that is not handicapped accessible.

The Acton Woman's Club has a long-term goal of solving all 3 of these accessibility issues (access to the building, access to the second floor, accessible powder room). Correcting the issues related to the powder room and second floor access, however, will require an addition to enlarge the bathroom and provide space for a lift on the first and second floor. Solving all 3 issues simultaneously is not financially feasible for the club at this time.

Providing access to the main floor, however, would begin by solving the issue of entrance to the building and give all members and visitors access to club events. The club hopes to begin that improvement this summer and now has the approval of the Acton Historic District to implement a plan that is sympathetic to the existing building and will serve as an attractive addition to the Acton town center for all to see and enjoy (see attached drawings). The preferred solution is a sloped walkway landscaping project with a broad scope and a cost estimate of \$49,865.00. A pressure-treated ramp and railings structure could accomplish this accessibility goal for considerably less cost, but would be a sad addition to this handsome building and ill-received by the Acton Historic District Commission.

In addition to the accessible entrance project, the Acton Woman's Club would like to install insulation to improve both the comfort and energy use of the building. Since the insulation work must be done from the inside to preserve the building's exterior, that project would be followed with plaster patching, paint and wallpaper. And, before the insulation can be installed, the contractors require that the original knob and tube wiring be replaced. The total estimated cost of these additional projects is \$34,322.50

Together with the accessible walkway the total expenditure for the described scope would be \$84,187.50, not including a contingency. The appraised value of the building is \$155,500 and 30% of that value is \$46,650.00. The Acton Woman's Club is requesting a variance from the Architectural Access Board to be able to proceed with all these projects, including the accessible sloped walkway project, without the requirement that the building be brought into complete compliance. A future addition that could provide a lift and bathroom addition to make the building fully compliant would logically be at the rear of the existing building and would not interfere with the previously implemented sloped walk.



TOWN OF ACTON  
HISTORIC DISTRICT COMMISSION  
472 MAIN STREET  
ACTON, MASSACHUSETTS, 01720  
hdc@acton-ma.gov

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27 October 2010

Re: Acton Women's Club CPC Application

To Whom It May Concern:

For several months, the Historic District Commission has been meeting with the leadership of the Acton Woman's Club and their architect, Anita Rogers, in regard to their effort to modify the path to their main entry to both meet the universal access requirements of the State of Massachusetts, while maintaining, and if possible improving upon, the great beauty and charm of their historic building. The Women's Club fronts directly upon one of Acton's most historic and significant public spaces, the Town Common. With the shifting of the active entries of the Memorial Library and Town Hall to the rear of those facilities, the Woman's Club has the last active entry of a non-residential entity directly facing the Common.

The HDC hereby expresses its enthusiastic support for the Acton Woman's Club's application for CPC funding. This project is intended to provide required Massachusetts State 521 CMR access to the main entry of their facility at 504 Main Street in Acton Center. The existing entry currently has steps which are not code compliant and somewhat dangerous as well. Improving access to the building for functions is both prudent and necessary.

Our wholehearted support is offered because the design solution presented in the proposal provides both required universal access, and more significantly, creates an elegant space for public appearance. Rather than a clumsy switchback handicapped ramp with a spaghetti of railings attached to the facade of the building, the solution proposed provides a gently sloped brick garden walk from the sidewalk to a generous landing at the entry door. The brick is complimented by granite slabs that provide low walls upon which to sit. Artfully integrated with the walk and the landing, a small terrace provides an additional area for Club members and event guests to gather, viewing the Common as well as being seen from it. Existing trees and new shrubs situate all these new elements in a beautiful garden landscape.

This Woman's Club project exactly represents the category of project which provide an amenity both fulfilling a required need and contributing to Acton's civic and aesthetic life. The Historic District Commission strongly hopes it will be considered worthy of CPC support as well.

Sincerely,

Kathy Acerbo-Bachmann  
Chair, Historic District Commission

CC: Community Preservation Committee, Board of Selectmen, Historical Commission, Planning Department, Building Department, Town Clerk, Department of Municipal Properties, Acton Women's Club, Anita Rogers

TOWN OF ACTON  
HISTORIC DISTRICT COMMISSION  
472 Main Street, Acton, Massachusetts 01720

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DEC - 8 2010  
*md*

CERTIFICATE 1024

Pursuant to Chapter 40C of the General Laws of Massachusetts and the Historic Districts Bylaw of the Town of Acton, the Acton Historic District Commission hereby issues a

TOWN CLERK, ACTON

CERTIFICATE OF APPROPRIATENESS

For the work described in the Application of the same number.

Applicant (or owner) Acton Woman's Club

Address: 504 Main Street, Acton, Massachusetts 01720

Telephone: 978 263 8449

Email: [cjkilpatrick@verizon.net](mailto:cjkilpatrick@verizon.net)

Location of Work: 504 Main Street

District: Center X West \_\_\_ South \_\_\_

Description of Proposed work:

Replace the main entrance stoop and walkway with an accessible walk and landing, new brick terrace, seating and landscaping, iron railings similar to existing. Replace light fixtures at both right and left doors & install post light at new walk. Replace bulkhead and service entrance stoop.

Findings, conditions, requirements, recommendations:

The Commission finds that the replacement of the bulkhead and service entrance stoop (left side of building) are a replacement in-kind.

The design shall be per Applicant's submitted Plan #A-1 1-4 with the following conditions:

1. The existing brick is to be reused as possible.
2. Light fixtures are to be Quoizel Lighting #ng8316K Wall Sconce, ny9043K for post lamp, black. Post light location is subject to approval by the Town, It is recommended that the lamp post match the house corner-boards.
3. Relocation of the entrance walk in the Common is subject to approval by the Town.
4. The courtyard is approved subject to approval by the MA Architectural Access Board.

When completed, the work outlined above must conform in all particulars to the Application approved on August 10, 2010. The applicant may proceed with the proposed work provided all other approvals have been obtained, including a Building Permit where required. This Certificate is valid for work commenced within one year of the date of issuance. An extension or renewal of the Certificate may be granted at the discretion of the commission. If a property changes ownership during the time the Certificate is in force, a new owner who wishes to continue the authorized work must apply to have a new Certificate issued in his or her own name.

Application received: October 26, 2010

Date of Public Hearing: November 23, 2010

Certificate approved by



Ronald Rose

for the Historic District Commission

Date: December 8, 2010

Copies to: Applicant, Building Commissioner, Town Clerk, HDC File



*Commonwealth of Massachusetts*  
MASSACHUSETTS HISTORICAL COMMISSION



*The Chapel*  
*504 Main Street*

is included in the

NATIONAL REGISTER OF HISTORIC PLACES

as part of the

*Acton Centre Historic District*

The National Register, established under the National Historic Preservation Act of 1966, is the official list of the Nation's cultural resources worthy of preservation.

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1983

CURRENT OWNER				TOPO.	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT													
ACTON MASS WOMANS CLUB  104 MAIN STREET  ACTON, MA 01720 Additional Owners:								Description	Code	Appraised Value	Assessed Value	201 ACTON, MA  <div>VISION</div>									
								EXEMPT	9050	155,500	155,500										
								EXM LAND	9050	218,900	218,900										
SUPPLEMENTAL DATA																					
Other ID: 000F3A 00006 00000				SBU																	
Occ Perm				Hist Dist C																	
Photo				BStat																	
Ward				P.Plan# 4681																	
Prec				Lot#																	
Sew Zone				ASSOC PID#																	
GIS ID:								Total 374,400 374,400													
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		q/u	v/l	SALE PRICE		V.C.		PREVIOUS ASSESSMENTS (HISTORY)							
ACTON MASS WOMANS CLUB				04554/0505						0		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	
												2011	9050	155,500	2010	9050	155,500	2009	9050	155,500	
												2011	9050	218,900	2010	9050	218,900	2009	9050	218,900	
Total:												374,400		Total:		374,400		Total:		374,400	
EXEMPTIONS				OTHER ASSESSMENTS								This signature acknowledges a visit by a Data Collector or Assessor									
Year	Type	Description		Amount	Code	Description		Number	Amount	Comm. Int.		APPRAISED VALUE SUMMARY									
												Appraised Bldg. Value (Card) 152,400									
Total:												Appraised XF (B) Value (Bldg) 3,100									
NBHD/ SUB		NBHD NAME		STREET INDEX NAME		TRACING		BATCH		Appraised OB (L) Value (Bldg) 0											
0001/A										Appraised Land Value (Bldg) 218,900											
NOTES												Special Land Value 0									
CESS POOL												Total Appraised Parcel Value 374,400									
UBM= LOW HEAD-ROOM, DIRT												Valuation Method: C									
200 AMP ELEC SERVICE												Adjustment: 0									
												Net Total Appraised Parcel Value				374,400					
BUILDING PERMIT RECORD												VISIT/ CHANGE HISTORY									
Permit ID	Issue Date	Type	Description		Amount	Insp. Date	% Comp.	Date Comp.	Comments		Date	Type	IS	ID	Cd.	Purpose/Result					
											4/7/2000			BM	00	Measur+Listed					
											1/1/1988			LS	00	Measur+Listed					
LAND LINE VALUATION SECTION																					
B #	Use Code	Use Description		Zone	D	Frontage	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	Adj. Unit Price	Land Value		
1	9050	CHARIT MDL-94		R-2	2	74		6,970 SF	27.31	1.15	5	1.0000	1.00		0.00			31.41	218,900		
Total Card Land Units:								6,970 SF	Parcel Total Land Area: 6,970 SF						Total Land Value:				218,900		

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	77		Clubs/Lodges				
Model	94		Commercial				
Grade	05		Average +20				
Stories	2						
Occupancy	1						
Exterior Wall 1	11		Clapboard				
Exterior Wall 2	20		Brick/Masonry				
Roof Structure	03		Gable/Hip				
Roof Cover	03		Asph/F Gls/Cmp				
Interior Wall 1	03		Plastered				
Interior Wall 2							
Interior Floor 1	09		Pine/Soft Wood				
Interior Floor 2	12		Hardwood				
Heating Fuel	03		Gas				
Heating Type	04		Forced Air-Duc				
AC Type	03		Central				
Bldg Use	9050		CHARIT MDL-94				
Total Rooms							
Total Bedrms	00						
Total Baths	.5						
Heat/AC	01		HEAT/AC PKGS				
Frame Type	02		WOOD FRAME				
Baths/Plumbing	02		AVERAGE				
Ceiling/Wall	06		CEIL & WALLS				
Rooms/Prtns	02		AVERAGE				
Wall Height	7						
% Conn Wall	0						

# Onyx Trans. Inc.

**Sand & Gravel  
Excavation  
Landscape**

Since 1980

18 Wetherbee St.  
Acton, MA. 01720  
Phone: 978-263-1185  
Fax: 978-287-4052

# Quotation

Quotation Addendum:  
DATE 1/19/2011

Quotation # 1086  
Customer ID L-527

## Quotation For:

Attn: Carolynn Kilpatrick  
Acton Womens Club  
Acton, MA.

Quotation valid until: 2/18/2011  
Prepared by: John Jr.

Phone: 978 263-8449  
Cell:  
Fax:

## Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
John					

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	<b>Foundation for Mahogany Landing</b> (This is needed to complete the job. Please refer to our shop DWG's)		
1	Mahogany Deck per plans		2,500.00
24	lf. 8" Concrete foundation to support the proposed deck/brick/and railing. <b>Installed</b>		4,200.00
	<b>Drainage</b> (We believe that two small satellite landscape drains will be needed for proper drainage of the Courtyard.)		
80	lf. 4" perforated pipe for the french drain around the existing foundation		
52	lf. 6" Solid pipe for outfall pipes and to pick up the water from the two satellite drains.		
5	Ton 3/8" peastone for the drip edge <b>Installed</b>		2,200.00
	<b>Granite Block Seating Wall</b>		
23	lf. 18" high Antique Granite Blocks		
<b>Option A</b>	Install the blocks upon a 30" wide spread footing to ensure a solid base <b>Option A Installed</b>		5,500.00
	<b>ADA Compliant Brick Ramp</b> (This ramp shall be comprised of running bond and herringbone patterns with a		

	soldiers course. The brick is to be a clay wire cut paver used for its absence of imperfections. This also includes the installation of the necessary fill needed)	
<b>Option A</b>		
261	sq.ft. Wire cut clay pavers installed over a 4" concrete slab w/1" of sand between the brick and the slab. This will ensure no movement. <b>Option A Installed</b>	6,525.00
	<b><u>Brick Courtyard Patio</u></b> (This courtyard shall be comprised of running bond and herringbone patterns with a soldiers course. This brick shall also be clay wire cut pavers to match the new ADA ramp.)	
150	sq.ft. Wire cut clay pavers <b>Installed</b>	3,000.00
	<b><u>Granite Risers</u></b> (These shall be solid 6" thick granite risers with a rocked face and thermal top for traction)	
3	6"Hx13"Wx7'L Solid Granite Risers	
2	6"Hx13"Wx3'L Solid Granite Risers <b>Installed</b>	2,200.00
	<b><u>Granite Benches</u></b> (These would be Solid 1 Piece Granite Blocks Set 18" above Grade)	
2	18"Hx24"Wx5' 6"L Solid Granite Blocks <b>Installed</b>	1,200.00
	<b><u>Steel Handrail</u></b>	
20	lf. 1-1/4" Steel Tube handrail w/ADA Returns and are to be bolted to the steps and concrete wall. These rails will be primed and painted black. <b>Installed</b>	2,400.00
	<b><u>New Lightpole</u></b>	
1	30" deep trench for the new lightpole. The lightpole/base/conduit provided by a licensed electrician not included. <b>Installed</b>	250.00
	<b><u>Walkway to the Left of the Building</u></b> (Remove the existing walkway to the left of the building and relay the paver from the right side of the building)	
1	3'x4' Granite platform	1,500.00
1	13"x4' Granite Riser	650.00
240	sq.ft. Relay existing Boston City Hall Clay Pavers over a new base of gravel and stone dust. <b>Installed</b>	3,600.00
	<b><u>Replication of the front lawn after construction</u></b>	
2600	sq.ft. Spread new topsoil rake and hydro-seed. <b>Installed</b>	4,400.00
	<b><u>Landscape Phase for the Rear Garden/Walkway</u></b>	
240	sq.ft. Boston City Hall Paver Walkway installed	4,800.00

9	16"Wx4'L Granite Risers	4,140.00
1	remove and dispose of creosote steps	800.00
	<b>Total</b>	<b>49,865.00</b>
	tax id# 3905915793	
	<b>Subtotal</b>	<b>49,865.00</b>
	TAX RATE	0.00%
	SALES TAX	
	OTHER	-
	<b>TOTAL</b>	<b>\$49,865.00</b>

Terms: 1/3 upon commencement of project, 1/3 upon completion of walls, last 1/3 after completion.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions concerning this quotation, contact John Jr., 508-922-6858, e-mail: [jdurkin@onyxtrans.com](mailto:jdurkin@onyxtrans.com)

Note:

**Warranty: All hardscape is guaranteed for 2 years from date of completion to be free from defect.**

**All plantings and grass is guaranteed for 1 year from date of completion to be free from defect.**

**THANK YOU FOR YOUR BUSINESS!**



**800-987-8815**

Construction Supervisor: 102372

Fed ID: 02-0627126

HIC: 161 783

N.H. 617974

EPA Lead-Safe NAT-41981-1

BPI Certified: CAN07642

**"A properly functioning home should be a comfortable and healthy living environment."**

**Insulation means comfort all year long.**

**Prepared for:**

Carolyn Kilpatrick  
504 Main Street  
Acton, MA  
Acton Woman's Club  
978-263-8449  
508-423-0173

October 6, 2010

Carolyn,

**Thank you for taking the time to meet with me to discuss the idea of insulating the Acton Woman's Club. The Acton Woman's Club building is heated with gas from National Grid and is considered a small business commercial account. Because of that, National Grid will rebate you up to 50% of the cost of the Insulation job. This is a one-time offer by National Grid.**

**We must have a document from an electrician stating that all the knob and tube wiring in this building has been disconnected and it will be safe to install Insulation in the walls and the attic.**

I would like to tell you briefly about Dolphin Painting & Insulation and why you will want to choose us for your Insulation project.

Dolphin Painting & Insulation employees are covered by Workers Compensation Insurance with Guard Insurance Group of Wilkes-Barre, PA (Policy # CHWC029177). The policy period is from January 1, 2010 to January 1, 2011 so that **you will not be exposed to any liability should any of our employees become injured while working on your project.** We:

- Have \$2,000,000.00 of liability insurance
- Have \$1,000,000.00 of umbrella policy

## Dolphin Insulation & Painting

- Are licensed with The Commonwealth of Massachusetts, Board of Building Regulations and Standards (HIC License #161783), Town of Acton, and a CSSL # 102372 expiration 2/2/2013 for your protection.
- Are certified through the Building Performance Institute (BPI) where we have received extensive training as a "Building Analyst".

*The Building Performance Institute, Inc., (BPI) is the nation's premier building performance credentialing, quality assurance, and national standards setting organization. BPI supports the development of a highly professional building performance industry through individual and organizational credentialing and a rigorous quality assurance program. BPI is approved by the American National Standards Institute, Inc. (ANSI) as an accredited developer of American National Standards.*

- Are preferred contractors for several state funded weatherization programs, with National Grid and N-star and their affiliates, and have been honored as "Cel-Pak Pros" through our cellulose manufacturer, National Fiber.
- We are constantly training with California brand and Benjamin Moore paints who produce the finest exterior paints designed to work in the Northeast Region of the United States.

*As a legitimate and dependable painting and insulation company, we maintain these affiliations and credentials to provide you with the highest level of confidence and customer service. We are registered, licensed and approved with many manufacturers for the installations of premium painting and insulation products:*

- Our estimators are knowledgeable in product differences and quality.
- Our insulators are qualified and attend pre-approved on-going training to keep them up to date on the latest technological advances in the insulation industry including the local building codes.
- All painting work performed by Dolphin Painting & Insulation is covered by a 5 year Warranty program and if you choose to Insulate your home at the same time we will warranty the paint for 5 years.
- This program includes all replacement costs including **ALL Labor & Material** to replace or repair any defects.

We have had a permanent place of business in your community for over 10 years. We have been active in the painting & Insulation industry for over 30 years and take pride in our quality workmanship and the specialty services we offer our clients.

We at Dolphin Insulation & Painting would like to thank you in advance for this opportunity to review and prepare this proposal for your home. We are totally committed to providing "100% Customer Satisfaction" before, during and after your painting project. We have taken great care to make sure this proposal is suited to meet your needs for now and in the future. Please call me at your convenience if you have any questions at all. We look forward to working with you.

***Your home ... Our reputation.***

Yours truly,

Christopher Alphen  
Project Consultant  
800-987-8815



## Scope of Work to be Performed:

*Knob & tube wiring must be disconnected in attic and wall cavities.  
(Need note from electrician)*

- "Air Seal" top plates, electric & plumbing penetrations on the attic floor.
- Add 7" Cellulose Insulation on top of existing insulation in attic
- Drill holes from inside of house and add insulation from interior in order to preserve historical wood clapboards on exterior of the house. We will apply two coats of plaster on top of a styrafoam plug that we will use to fill the holes.

*Note: Not included in this proposal is painting or wallpapering of the walls.*

- "Air Seal" and Insulate rim joists and pipe & electrical penetrations in the basement.
- Install 6mil. of plastic to cover the dirt basement floor for health and moisture reasons.
- Install Thermadome to the hatch leading to the attic.

- There is a new Lead Safe Law that went in to effect on April 22, 2010 making every house built prior to 1978 follow a revised lead paint code for maintenance. These new standards **MUST** be followed for your safety

**This Proposal is based upon current material and labor cost. This Proposal may be withdrawn if not accepted within ten (10) days.**

OPTIONS & ACCESSORIES	INVESTMENT
Work explained in scope of work above	Total: \$9,941.50
30% Federal Tax Credit up to \$1,500 ends 2010 25% - 43% Fuel savings every year House Diagnostic Test +\$300.00	
<b>Terms of Payment</b> <ul style="list-style-type: none"> <li>• 1/3 Deposit</li> <li>• 1/3 half way thru</li> <li>• 1/3 payment on Substantial completion</li> </ul>	<b>Building Permit and Insulation Permit (if necessary)</b> are not included in this quote.
<b>YOU, THE HOMEOWNER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE NOTICE OF CANCELLATION CLAUSE BELOW FOR AN EXPLANATION OF THIS RIGHT.</b>	

**ACCEPTED AND AGREED:** The prices, specifications and conditions contained herein this agreement are satisfactory and hereby accepted. You are authorized to perform the work as specified.  
(MUST BE SIGNED BY ALL OWNERS)

435 King Street  
Littleton, Ma 01460  
978-742-9876

## Estimate

## Customer

**Name**      **Womans Club / Caroline Kilpatrick**

Address 504 Main St

City	Acton
------	-------

**Phone**

Date 10/29/2010

Qty	Description		TOTAL
	<u>Interior</u>		
	Kitchen-Remove paper, repaper ,paint walls ,ceiling ,trim Labor with materials / <u>wallpaper not included</u>	\$1,586.00	
	1st floor- Remove paper,repaper,paint walls,ceiling,trim Labor with materials / <u>wallpaper not included</u>	\$6,370.00	
	Ballroom-Remove paper,repaper,paint walls,ceiling,trim Labor with materials / <u>wallpaper not included</u>	\$3,190.00	
	1st floor bath-remove paper,repaper,walls, ceiling,trim Labor with materials / <u>wallpaper not included</u>	\$825.00	
	Staircase-Prep cracks in walls and ceiling,paint walls, ceiling and trim Labor with materials	\$1,112.00	
	<u>Total</u>	<b>\$13,083.00</b>	
	<u>Additional 10%if start date is before March 1st 2011</u>	<b>\$1,308.30</b>	
<b>Payment Details</b> <input checked="" type="radio"/> 1/3rds <input type="radio"/> 1/2s <input type="radio"/> full upon completion			
		<b>TOTAL</b>	<b>\$11,775.00</b>

+ \$2,150 for wall paper & paint

All work will be completed in a professional manner. All unused material will be disposed of by contractor. Any alteration from above description involving extra cost will become an extra charge over and above the estimate. NOTE proposal may be withdrawn if not accepted in 60 days

**" Let us make you our next reference "**

**From:** Andy Harland (andy@harlandelectric.com)  
**To:** cjkilpatrick@verizon.net;  
**Date:** Wed, October 20, 2010 12:46:46 PM  
**Cc:**  
**Subject:** Electrical estimate

Caroline, Thank you for meeting with me yesterday. I look forward to working with you on the upcoming projects at the Acton Women's Club. Harland Electric proposes to do the following work at 504 Main St, Acton

- 1) Labor and materials to install sub panel on second floor in rear stage closet- \$2,000.00
- 2) Labor and materials to rewire back stairway lighting and disconnect knob and tube-\$900.00
- 3) Labor and materials to rewire lights( fixtures not included) in back hall closets-\$500.00
- 4) Labor and materials to rewire existing scone locations and disconnect knob and tube-\$1,800.00
- 5) Labor and materials to rewire stage light- \$250.00
- 6) Labor and materials to rewire front stairway lights-\$700.00
- 7) Labor and materials to rewire switching on second floor-\$1,850.00
- 8) Labor and materials to rewire emergency light kits (included)-\$1000.00

Caroline the estimated total investment to rewire the 2<sup>nd</sup> floor of the Acton Women's club is \$9,000.00 plus town permit and any changes (if any) made during the project. . The payment schedule is as follows:

A down payment of \$3,000.00 is required before the work is started

A 2nd payment of \$3,000.00 upon completion of rough inspection

A final payment for the remaining balance plus any additional costs due to changes(if any) and town permit fee at the completion of the work

Thank you for the opportunity to work with you on this project. Please call (978) 486-8154 or email me at andy@HarlandElectric.com if you have any further questions.

Sincerely,

Andy Harland

Harland Electric, Inc.  
PO Box 94  
Littleton, MA 01460-0094  
(978) 486-8154 MA License 17432 A NH License 10279 M  
www.HarlandElectric.com

Family owned and operated serving Littleton and the surrounding communities since 1996.

**From:** Andy Harland (andy@harlandelectric.com)  
**To:** cjkilpatrick@verizon.net;  
**Date:** Tue, August 24, 2010 1:49:02 PM  
**Cc:**  
**Subject:** Electrical estimate for Acton Womens Club

Carolyn, it was a pleasure Meeting with you on Friday. I am glad we were able to resolve the hallway lighting so promptly. Harland Electric proposes to do the following work at the Acton Women's Club, located at 504 Main St. Acton-

- 1) Labor and materials to remove old fixtures and install new fixtures(not provided)- \$450.00
- 2) Labor and materials to install a post light and install switch (trench dug for us)- \$ 500.00

Total estimated investment for this project is \$950 plus the cost of town permit.

For customer convenience, Harland Electric accepts Cash, Check, Money Order, and Visa/Master Card payments.

Thank you for the opportunity to work with you on this project. Please call (978) 486-8154 or email me at andy@HarlandElectric.com if you have any further questions.

Sincerely,

Andy Harland

+ \$ 500 for  
lights & post

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Acton Woman's Club - 504 Main St. Acton



Aston Women's Club - Existing Entry